

## **New CVSO Accreditation Instructions.**

Per EHB1387 newly appointed CVSOs have one year from the date of hire to become accredited with the USDVA.

Accreditation through the American Legion

1. Review Training Responsibility in Preparation of claims (T.R.I.P.) chapters on line at;  
<https://www.sep.va.gov/web/guest/faq>
2. When you have completed review of all the chapters and are familiar with the content, send an email to Kyle Schmidt at the VA Regional Office in Indianapolis. Let Kyle know the date you completed the review and what county you are working in and he will generate a Certificate of Completion for T.R.I.P. training and email it to you.  
[kyle.e.schmidt@va.gov](mailto:kyle.e.schmidt@va.gov)
3. Fill out the application for American Legion Accreditation and a VA Form 21. Send these two forms AND the completion of T.R.I.P. training certificate and ALL of your DD FORM 214(s) to John Hickey at the VA Regional Office. 575 North Pennsylvania Street, Indianapolis, IN 46204.
4. Follow up to ensure your paperwork was received and is being processed DO NOT ASSUME ANYTHING. Once you verified your paperwork was received you will be waiting for several weeks at a minimum. You can periodically check the VA web page to see if your name appears on the VSO accreditation page at;  
<http://www.va.gov/ogc/apps/accreditation/index.asp> Select VSO Representative then select Indiana from the State: drop down box and click Search You will see a listing of current Accredited VSOs working in Indiana. Click on the name for individual details and to get your Accreditation number. AKA OGC number. (Office of General Counsel)
5. Once you are accredited you can begin the process of applying for a Private Identity Verification (PIV) Badge. This will give you access to the VA Regional office and enable you to log on to the Stakeholder Enterprise Portal (SEP) via a card reader attached to your computer. For more information on how to obtain a PIV Badge visit  
<https://www.sep.va.gov/web/guest/faq> and click on "How do I obtain a PIV Badge?" under the SEP FAQs.